

HAZMAT APPLICATION PROCESS

As of May 31, 2005, a new Hazardous Materials Endorsement (HME) application process is in effect. All new CDL applicants requesting an HME will fall into one of the five categories below.

1. Applicant with current AZ Class D license
 - May obtain CDL permit without HME
2. Applicant with current out-of-state operator license
 - May obtain a class D limited license with a CDL permit without the HME
3. Applicant with a current AZ CDL
 - May add HME only after determination of Security Threat Assessment (STA)
4. Applicant with current out-of-state CDL with HME
 - May transfer HME pending STA approval being received within 90 days of issuance
5. Applicant with current out-of-state CDL without HME
 - May transfer CDL but obtain HME only after determination of STA.

Note: To see an updated list of the offices where applicants may apply, click [here](http://spweb.dot.state.az.us/intranet/mvd/formsandpub/viewPDF.asp?lngProductKey=1828&lngFormInfoKey=1727) [<http://spweb.dot.state.az.us/intranet/mvd/formsandpub/viewPDF.asp?lngProductKey=1828&lngFormInfoKey=1727>](http://spweb.dot.state.az.us/intranet/mvd/formsandpub/viewPDF.asp?lngProductKey=1828&lngFormInfoKey=1727).

New HME Applicant

CSR's at designated CDL offices will perform the following **new** steps when an applicant is applying for a new HME

1. Inform the applicant that STA approval is required **before** issuance of an HME. If TSA disapproval is received, no refund will be given.
2. Collect the appropriate fees using Tran MDUOM, or switching code UO.
3. Administer the appropriate written tests for the CDL, including HME.
4. Use Tran MDOOS, or switching code OO, to record the pass or failure status of the written tests. Be sure to record the status of the HME test. Failure to record a pass status for the HME in OO will prevent issuance of the HME.
5. Complete all CDLIS inquiries and create CDLIS pointer record, or change state-of-record, including issuance of **any CDL permit**.

6. Issue the applicant the Hazmat Background Check Authorization, form #96-0412 indicating that the HME written test was passed. This form must be presented for an STA. To access the form, click [here](http://spweb.dot.state.az.us/intranet/mvd/formsandpub/viewPDF.asp?IngProductKey=1823&IngFormInfoKey=1728) [<http://spweb.dot.state.az.us/intranet/mvd/formsandpub/viewPDF.asp?IngProductKey=1823&IngFormInfoKey=1728>](http://spweb.dot.state.az.us/intranet/mvd/formsandpub/viewPDF.asp?IngProductKey=1823&IngFormInfoKey=1728).

New HME Applicant - Continued

Once the STA is complete, the Transportation Security Administration (TSA) will determine whether to approve or disapprove the HME application and then will provide the appropriate notification to the applicant by mail. TSA will simultaneously send an electronic notification to the Division indicating the status (approved/disapproved) of the HME application.

The electronic approval or disapproval notifications from TSA will be stored on the applicant's customer record in the DM24 Customer Characteristic segment as follows:

CC IDCustomer Characteristic Description Exp. Date Set by:Documents
Required to Establish CharacteristicStatus Code028TSA Hazmat Approved System
or CDL Help DeskElectronic TSA Notification N/A029TSA Hazmat
DisapprovedSystem or CDL Help DeskElectronic TSA Notification N/A

The following is a screen print of the DM24:

MDCHARC CUSTOMER CHARACTERISTICS MAINTENANCE 11/26/2004
CUSTOMER: DXXXXXXXX JOHN, Q, PUBLIC 14:59:44

CODE EFF DATE END DATE DESCRIPTION
028 03102005 03102010 TSA HZMT APPROVED
INS CLS CTRY DOC# FORM ISSUE DT
SUPPLEMENTAL DOC# FORM ISSUE DT
COMMENT
NO EXEMPTIONS APPLIED
LAST UPDATE: 11262004 USERID: NP005 OFFICE: 9001

INS CLS CTRY DOC# FORM ISSUE DT
SUPPLEMENTAL DOC# FORM ISSUE DT
COMMENT
INS CLS CTRY DOC# FORM ISSUE DT
SUPPLEMENTAL DOC# FORM ISSUE DT
COMMENT

F1-UPDATE F2-CHARACTERISTICS F3-EXEMPTIONS/REQUIREMENTS F11

New HME Applicant - Continued

The CSR will perform the following steps after the applicant returns to add the HME:

1. Check the DM24 for the STA approval status (028).
2. Make sure the applicant has completed an application for the HME. **No additional fees are charged.**
3. Verify all other CDL requirements have been met.
4. Issue the CDL with the HME.

HME Renewal Application Process

The CSR will perform the following steps to renew the HME:

1. Determine if applicant has a current STA.
2. Administer the HME written test.
3. Issue the Renewal of the CDL with the HME.
4. If STA is not current, enter the "036 - MVD 90-day Extension" Customer Characteristic.

Note: TSA may then authorize an additional 90 days. The CDL help desk will place the new "037 - TSA 90-day HME Extension" Customer Characteristic on the customer's record.

HME Out-of-State Transfers

Current HME holders will be allowed to transfer an existing TSA approval from one state to another within the expiration date of the driver's last security threat assessment (STA).

1. If the applicant states that he/she **has** undergone the required STA in another state, the CSR shall:
 - Enter both the "034 - Out-of-State HME Transfer" and the "036 - 90-day MVD HME Extension" customer characteristics and transfer the CDL to Arizona with the HME. CSR's at the designated CDL offices will perform the following steps:
 - a. Create the customer record using Tran MDAPP.
 - b. Build the customer characteristic using Tran MDCHAR. The steps for entering customer characteristics into MDCHAR can be located on-line at Mini Classes On Web (MCOW). The manual data entry of the Out-of-state transfer characteristic will be stored in the DM24 as follows:

CC IDC
Customer Characteristics Description Exp. Date Set By Documents
Required to Establish Characteristic 028
TSA Hazmat Approved System or CDL
Help Desk
Electronic TSA Notification 029
TSA Hazmat Disapproved System or
CDL Help Desk
Electronic TSA Notification 034
Out-of-State HME Transfer CSR (5
yrs)
Out of-State CDL with H or X Endorsement 036
90-day MVD HME
Extension CSRN/A 037
TSA 90-day HME Extension Help Desk
N/A

2. If the applicant states that he/she **has not** undergone the required STA in another state, the CSR shall:
 - Enter the "036 - 90-day MVD HME Extension" customer characteristic.
 - Transfer the CDL to Arizona with the HME.
 - Inform the applicant that he/she must **immediately** apply for the STA. The required TSA approval must be received in the division within the 90-day period to avoid the complete cancellation of their Arizona Driver License.

HME Out-of-State Transfers - Continued

3. Collect original fee for the CDL with H or X endorsement in MDUOM.
4. Administer the appropriate written tests for the CDL, including HME.
5. Use Tran MDOOS, or switching code OO, to record the pass or failure status of the written tests. Be sure to record the score of the HME. Failure to record a passing score for the HME in OO will prevent issuance of the HME.
6. Complete all CDLIS inquiries and create CDLIS pointer record, or change state-of- record, including issuance of **any CDL permit..**

Note: The “034” characteristic cannot be active at the same time as an “028” - TSA

Hazmat Approved and/or “029” - TSA HAZMAT Disapproved.

New Driver Improvement Actions

After receiving notification from TSA that a driver's HME application is not approved, the "029 - TSA Hazmat Disapproved" Characteristic is placed on the DM 24 and the system generates a cancellation in the DM05. The driver will be mailed a notice and has 15 days to drop his HME or his Arizona driver license will be cancelled.

Whenever a cancellation is generated, one of the following reason codes may appear in the DM05:

- CL1 - Failure to Comply with a Notice to Undergo TSA Background Check for HME **or** to Renew an Extended License to a 5-Year License Within the Specified Time Frame **or** MVD was Unable to Verify Successful Completion of a TSA Security Threat Assessment.
- CL2 - CDL Cancellation for Failure to Remove HME After a TSA Disapproval.

TSA Cancellation of HME

The Division will immediately cancel an HME if TSA issues a final determination of security threat warranting the immediate removal of the HME. The CDL holder will be mailed a notice that his/her HME has been cancelled and must immediately be surrendered.

- If the CDL holder surrenders the HME within 15 days of the notice date and is otherwise qualified to hold a CDL, the X or H endorsement will be removed and a duplicate CDL will be issued, with the N endorsement replacing the X.
- If the CDL holder does not surrender the HME within 15 days of the notice date, his/her Arizona driver license will be cancelled.

TSA Security Threat Assessment Requirements for HME After Withdrawal Actions

A new TSA security threat assessment is required if a CDL remains withdrawn for more than one year, or if the reinstatement requires the re-issuance of a new CDL with a new expiration date. **Issuing a duplicate or updated CDL does not require a new TSA assessment.**